

December 1998

## **INDEX**

### **STENNIS SPACE CENTER DIRECTIVES**

*Human Resources and Management Services Office*



National Aeronautics and  
Space Administration  
John C. Stennis Space Center

December 1998

## Index

### STENNIS POLICY DIRECTIVES (SPD), PROCEDURES & GUIDELINES (SPG), and POLICY CHARTERS (SPC)

This Index provides a listing and subject-classification table for all current SSC Policy Directives (SPD), Procedures and Guidelines (SPG) and Policy Charters (SPC) [formerly Management Instructions (MI) and Handbooks (HB)]. Also included is the new SSC Directives architectural format and the SSC Standard Distribution Lists. This listing describes each directive by subject-classification number, title, effective date, distribution, and Office of Primary Responsibility (OPR). The index will be updated periodically as changes occur.

For additional information, please contact Ms. Jimmie Raymond, SSC Directives Management Officer, in LA00/Human Resources and Management Services Office at extension 3529.

Cancels SSC Directives Index dated June, 1997.



Richard E. Arbuthnot  
Director, Human Resources and Management Services

#### DISTRIBUTION:

SDL-2

NODIS

## SSC Directives Architectural Format

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### **SSC Policy Directives (SPD)**

SPDs, which replaced Stennis Management Instructions (SMIs), document SSC policy and identify responsibilities, authorities, and principal policy relationship. SPDs describe *what* is required by SSC management for achieving SSC's vision and mission as depicted in the Strategic Plan. SPDs are limited to no more than four pages plus an attachment for metrics or graphic displays for measuring the degree of compliance with the policy statement.

### **SSC Procedures and Guidelines (SPG)**

SPGs, which replaced Stennis handbooks (SHBs), describe *how*, provide specific, detailed Center procedures and guidelines for implementing NASA or SSC policy considered essential for accomplishing the deliverable requirements established by the SPDs or NASA Policy Directives (NPDs). SPG appendices are not limited to, but could include definitions and lists of acronyms. SPGs contain a purpose, applicability, authority, reference, cancellation, and may include a preface and table of contents.

### **SSC Policy Charters (SPC)**

SPCs are charters for boards, councils, committees, working groups, and task teams that are mandated by statute or by the Center Director. SPCs will describe the need for establishing the charter. They will provide the purpose, applicability, authority, establishment, functions, membership, and duration of the charter. Unless otherwise fixed by statute or Presidential directive, an SPC will terminate 2 years after the effective date of the SPC. If it is determined that the charter is needed beyond that time, the SPC may be revalidated/extended for a subsequent 2-year period. SPCs are limited to no more than four pages plus an attachment for the membership list. SSC Charters will be captured in SPG 1152.1.

### **Signature Authority**

The signature authority for all SPDs, SPGs, and SPCs will be the Center Director or designee.

### **Effective and Expiration Dates**

The effective date of a directive is the date the directive is signed. SPDs and SPGs will bear an expiration date that is 5 years from the effective date. Unless otherwise fixed by statute or Presidential directive, SPCs will bear an expiration date that is 2 years from the effective date. Ninety days before the expiration date of a Center directive, originating organizations will revalidate, revise, reissue, or cancel the directive.

## **SSC STANDARD DISTRIBUTION LISTS**

SDL-1----Distribute to NASA/SSC Management no lower than Office level.

SDL-2----Distribute to SSC Management. (Distribute to NASA/SSC Management no lower than Office level and to the management of other government agencies and the prime contractors at SSC in accordance with the individual requirements of each.)

SDL-3----Distribute to all NASA/SSC employees.

SDL-4----Distribute to all NASA/SSC employees, other government agencies, and prime contractors.

SDL-5----Distribute to NASA.SSC and NASA Contractor Management no lower than Office level.

## SUBJECT-CLASSIFICATION TABLE

|           |  |
|-----------|--|
| 1000-1999 | Organization & General Administrative<br>General (1000-1099)<br>Organization (1100-1199)<br>Basic Operating and Management Concepts (1200-1299)<br>External Relationships (1300-1399)<br>Administrative Management Program (1400-1499)<br>Administrative Services (1500-1599)<br>Security (1600-1699)<br>Safety (1700-1799)<br>Occupational Health (1800-1899)<br>Standards of Conduct (1900-1999) |
| 2000-2999 | Legal/Technical<br>Laws and Legal Matters (2000-2099)<br>Technology Transfer (2100-2199)<br>Scientific & Technical Information (2200-2299)<br>Management Information Systems (2300-2399)<br>ADP Management Policies and Procedures (2400-2499)<br>Communications (2500-2599)<br>Photography-Equipment/Services (2600-2699)<br>Information Technology (2800-2899)                                   |
| 3000-3999 | Human Resources/Personnel  |
| 4000-4999 | Property/Supply Equipment  |
| 5000-5999 | Procurement/Small Business/Industrial Relations  |
| 6000-6999 | Transportation   |
| 7000-7999 | Program Formulation  |
| 8000-8999 | Program Management<br>Standards (8700)<br>Real Property and Facilities (8800)<br>Environmental Management (8870)   |
| 9000-9799 | Financial Management   |
| 9800-9999 | Inspector General<br>Audits and Investigations (9900)  |

| <u>NUMBER</u>  | <u>SUBJECT</u>   | <u>EFFECTIVE<br/>DATE</u> | <u>DISTRIBUTION</u> | <u>OFFICE<br/>OF PRIMARY<br/>RESPONSIBILITY</u> | <u>SUPERSEDES</u>  |
|--|--|---------------------------|---------------------|---|--|
| <u>SSC INDEX</u>   |  |                           |                     |   |  |
| <u>(1000-1099) GENERAL</u>                                 |  |                           |                     |   |  |
| SPG 1040.1D  | NASA/SSC Emergency Plan  | 01/29/97                  | SDL-2               | RA00  | MI 1040.1C   |
| <u>(1100-1199) ORGANIZATION</u>                            |  |                           |                     |   |  |
| SPD 1107.1   | SSC/NASA Organizations   | 03/13/97                  | SDL-2               | LA00  | MI 1107.2G<br>1107.3E<br>1107.4A<br>1107.6B<br>1107.7E<br>1107.9E<br>1107.10A<br>1107.12<br>1107.13<br>1107.14 |
|  | Change 1   | 05/05/98                  |                     | PA00  | SPD 1107.1 (5)   |
|  | Change 2   | 09/04/98                  |                     | VA00  | SPG 1107.1 (10)  |
|  | Change 3   | 11/24/98                  |                     | PA000/LA00                                      | SPG 1107.1 (5)   |
| SPG 1152.1   | SSC/NASA Board Charters  |                           | SDL-2               | LA00  | SPC 1152.1   |
| <u>(1200-1299) BASIC OPERATING AND MANAGEMENT CONCEPTS</u> |  |                           |                     |   |  |
| <u>(1300 - 1399) EXTERNAL RELATIONSHIPS</u>                |  |                           |                     |   |  |
| SPG 1382.1F  | Freedom of Information   | 12/05/96                  | SDL-2               | CA00  | MI 1382.1E   |
| <u>(1400 - 1499) ADMINISTRATIVE MANAGEMENT PROGRAM</u>     |  |                           |                     |   |  |
| <u>(1500 - 1599) ADMINISTRATIVE SERVICES</u>               |  |                           |                     |   |  |
| SPD 1550.1D  | Use of SSC Government Buildings and Other Property for Meetings and Unofficial Activities                          | 12/05/96                  | SDL-2               | CA00  | MI 1550.1C   |
| <u>(1600 - 1699) SECURITY</u>                              |  |                           |                     |   |  |
| HB 1600.1  | Security Handbook<br>(not available in electronic format – pending update. See Don Coss (RA00) for latest version) | 11/01/89                  | SDL-2               | RA00  | MI 1600.1<br>Thru 1620.4B  |

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|---|--|---------------------------|---------------------|---|-------------------|
| SPG 1620.6C   | Protection of Personal<br>Privacy - (SSC) Privacy<br>Act Regulations | 12/05/96                  | SDL-1               | CA00  | MI 1620.6B        |
| <u>(1700 - 1799) SAFETY</u>                                 |  |                           |                     |   |                   |
| SPD 1700.4B   | SSC Operational Readiness<br>Program                                 | 12/30/96                  | SDL-2               | QA00  | MI 1700.4A        |
| <u>(1800 - 1899) OCCUPATIONAL HEALTH</u>                    |  |                           |                     |   |                   |
| <u>(1900 - 1999) STANDARDS OF CONDUCT</u>                   |  |                           |                     |   |                   |
| <u>(2000 - 2099) LEGAL/TECHNICAL</u>                        |  |                           |                     |   |                   |
| <u>(2100 - 2199) TECHNOLOGY TRANSFER</u>                    |  |                           |                     |   |                   |
| SPG 2090.1  | Inventions made by NASA<br>Employees                                 | 8/13/98                   | SDL-1               | TA00  | NEW               |
| <u>(2200 - 2299) SCIENTIFIC &amp; TECHNICAL INFORMATION</u> |  |                           |                     |   |                   |
| <u>(2300 - 2399) MANAGEMENT INFORMATION SYSTEMS</u>         |  |                           |                     |   |                   |
| <u>(2400 - 2499) ADP MANAGEMENT POLICIES AND PROCEDURES</u> |  |                           |                     |   |                   |
| SPG 2410.7A   | NASA/SSC Technology<br>Information Security<br>Program               | 03/26/97                  | SDL-1               | RA00  | MI 2410.7         |
| <u>(2500 - 2599) COMMUNICATIONS</u>                         |  |                           |                     |   |                   |
| <u>(2600 - 2699) PHOTOGRAPHY-EQUIPMENT/SERVICES</u>         |  |                           |                     |   |                   |
| <u>(2800 - 2899) INFORMATION TECHNOLOGY</u>                 |  |                           |                     |   |                   |
| SPG 2800.1  | SSC Information<br>Technology Resources<br>Usage Policy              | 7/2/98                    | SDL-1               | RA00  | NEW               |
| <u>(3000 - 3999) HUMAN RESOURCES/PERSONNEL</u>              |  |                           |                     |   |                   |
| <u>(4000 - 4999) PROPERTY/SUPPLY/EQUIPMENT</u>              |  |                           |                     |   |                   |
| SPG 4130.1C   | Control of Hazardous<br>Materials                                    | 02/18/97                  | SDL-2               | RA00  | MI 4130.1B        |
| SPG 4130.2B   | Hazardous Materials,<br>Hazardous Waste and Solid<br>Waste Handbook  | 02/18/97                  | SDL-2               | RA00  | HB 4130.2A        |

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| SPG 4130.3C  | Integrated Contingency Plan   | 05/14/98                  | SDL-2               | RA00  | SPG 4130.3B<br>SPG 4130.4B |
| SPG 4130.5A  | Environmental<br>Management Program   | 02/11/97                  | SDL-2               | RA00  | MI 4130.5                  |
| <u>(5000 - 5999) PROCUREMENT/SMALL BUSINESS/INDUSTRIAL RELATIONS</u> |   |                           |                     |   |                            |
| SPD 5150.5A  | Industry Presentations and<br>Related Nondisclosure<br>Agreements               | 12/11/97                  | SDL-1               | DA00  | MI 5150.5                  |
| SPG 5200.1D  | Reserve/Neutral Gate<br>Procedures  | 06/12/97                  | SDL-2               | CA00  | HB 5200.1C                 |
| SPD 5300.2B  | SSC Quality Assurance<br>Program  | 12/30/96                  | SDL-2               | QA00  | MI 5300.2A                 |
| SPD 5300.4A  | S&MA Procurement<br>Assurance Review Policy                                     | 12/30/96                  | SDL-2               | QA00  | MI 5300.4                  |
| SPG 5330.9B  | Metrology & Calibration<br>Control Program                                      | 12/30/96                  | SDL-2               | QA00  | MI 5330.9A                 |
| <u>(6000 - 6999) TRANSPORTATION</u>                                  |   |                           |                     |   |                            |
| <u>(7000 - 7999) PROGRAM FORMULATION</u>                             |   |                           |                     |   |                            |
| SPD 7220.1C  | Energy Management &<br>Conservation   | 02/18/97                  | SDL-2               | RA00  | MI 7220.1B                 |
| <u>(8000 - 8999) PROGRAM MANAGEMENT</u>                              |   |                           |                     |   |                            |
| SPD 8530.1E  | Policy and Procedures for<br>Ordering of Materials &<br>Support Services at SSC | 03/24/97                  | SDL-2               | RA00  | MI 8530.1D                 |
| SPG 8621.1C  | Space Shuttle Contingency<br>Action Plan  | 06/16/97                  | SDL-2               | QA00  | SPG 8621.1B                |

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| SPG 8715.1                                | SSC Safety & Health<br>Procedures & Guidelines<br>(Electronic version not yet<br>available in NODIS – see L.<br>Heberling (QA00) for latest<br>version) | 1/27/98                   | Controlled          | QA00  | HB 1700.3B        |
| SPG 8730.1A                               | SSC Customer Service<br>Manual  | 10/30/98                  | SDL-1               | QA00  | HB 5300.1B        |
| SPG 8838.2A                               | Fire Prevention &<br>Protection Program   | 03/24/97                  | SDL-2               | RA00  | MI 8838.2         |
| <u>(9000 - 9799) FINANCIAL MANAGEMENT</u> |   |                           |                     |   |                   |
| SPG 9050.2B                               | Administrative Control of<br>Funds Authorization for<br>SSC   | 12/11/96                  | SDL-1               | EA00  | MI 9050.2A        |
| SPG 9050.3B                               | Administrative Control of<br>Resources Authority -<br>NASA Form 506A White<br>and 506R  | 12/11/96                  | SDL-1               | EA00  | MI 9050.3A        |
| SPG 9710.1K                               | Authority to Authorize<br>and/or Approve Travel on<br>Official Business and<br>Related Matters  | 12/30/96                  | SDL-1               | EA00  | MI 9710.1J        |
| <u>(9800 - 9999) INSPECTOR GENERAL</u>    |   |                           |                     |   |                   |

*LISTING*

*BY*

*OFFICE OF*

*PRIMARY*

*RESPONSIBILITY*

| <u>NUMBER</u> | <u>SUBJECT</u>   | <u>EFFECTIVE<br/>DATE</u> | <u>DISTRIBUTION</u> | <u>OFFICE<br/>OF PRIMARY<br/>RESPONSIBILITY</u> | <u>SUPERSEDES</u> |
|---------------|--|---------------------------|---------------------|---|-------------------|
| SPG 1382.1F   | Freedom of Information   | 12/05/96                  | SDL-2               | CA00  | MI 1382.1E        |
| SPD 1550.1D   | Use of SSC Government<br>Buildings and Other<br>Property for Meetings and<br>Unofficial Activities | 12/05/96                  | SDL-2               | CA00  | MI 1550.1C        |
| SPG 1620.6C   | Protection of Personal<br>Privacy - (SSC) Privacy<br>Act Regulations                               | 12/05/96                  | SDL-1               | CA00  | MI 1620.6B        |
| SPG 5200.1D   | Reserve/Neutral Gate<br>Procedures   | 06/12/97                  | SDL-2               | CA00  | HB5200.1C         |

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| SPD 5150.5A   | Industry Presentations and<br>Related Nondisclosure<br>Agreements | 12/11/98                  | SDL-1               | DA00  | MI 5150.5         |

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|---------------|---|---------------------------|---------------------|---|-------------------|
| SPG 9050.2B   | Administrative Control of<br>Funds Authorization for<br>SSC                                     | 12/11/96                  | SDL-1               | EA00  | MI 9050.2A        |
| SPG 9050.3B   | Administrative Control of<br>Resources Authority –<br>NASA Form 506A White<br>and 506R          | 12/11/96                  | SDL-1               | EA00  | MI 9050.3A        |
| SPG 9710.1K   | Authority to Authorize and/<br>or Approve Travel on<br>Official Business and<br>Related Matters | 12/30/96                  | SDL-1               | EA00  | MI 9710.1J        |

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|---------------|-------------------------|---------------------------|---------------------|---|--|
| SPD 1107.1    | SSC/NASA Organizations  | 03/13/97                  | SDL-2               | LA00  | MI 1107.2G<br>1107.3E<br>1107.4A<br>1107.6B<br>1107.7E<br>1107.9E<br>1107.10A<br>1107.12<br>1107.13<br>1107.14 |
|               | Change 1                | 05/05/98                  |                     | PA00  | SPD 1107.1 (5)   |
|               | Change 2                | 09/04/98                  |                     | VA00  | SPD 1107.1 (10)  |
|               | Change 3                | 11/24/98                  |                     | PA00/LA00                                       | SPD 1107.1 (5)   |
| SPG 1152.1    | SSC/NASA Board Charters |                           | SDL-2               | LA00  | SPC 1152.1   |

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|---------------|---|---------------------------|---------------------|---|-------------------|
| SPD 1700.4B   | SSC Operational Readiness Program   | 12/30/96                  | SDL-2               | QA00  | MI 1700.4A        |
| SPD 5300.2B   | SSC Quality Assurance Program   | 12/30/96                  | SDL-2               | QA00  | MI 5300.2A        |
| SPD 5300.4A   | S&MA Procurement Assurance Review Policy  | 12/30/96                  | SDL-2               | QA00  | MI 5300.4         |
| SPG 5330.9B   | Metrology & Calibration Control Program   | 12/30/96                  | SDL-2               | QA00  | MI 5330.9A        |
| SPG 8621.1C   | Space Shuttle Contingency Action Plan   | 06/16/97                  | SDL-2               | QA00  | SPG 8621.1B       |
| SPG 8715.1    | SSC Safety & Health Procedures & Guidelines<br>(Electronic version not yet available in NODIS – see L. Heberling (QA00) for latest version) | 01/27/98                  | Controlled          | QA00  | HB 1700.3B        |
| SPG 8730.1A   | Customer Service Manual   | 10/30/98                  | SDL-1               | QA00  | HB 5300.1B        |

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|---------------|--|---------------------------|---------------------|---|------------------------|
| SPG 1040.1D   | NASA/SSC Emergency Plan  | 01/29/97                  | SDL-2               | RA00  | MI 1040.1C             |
| HB 1600.1     | Security Handbook<br>(Not available in electronic format – pending update. See Don Coss (RA00) for latest version) | 11/01/89                  | SDL-2               | RA00  | MI 1600.1 thru 1620.4B |
| SPG 2410.7A   | NASA/SSC Technology Information Security Program   | 03/26/97                  | SDL-1               | RA00  | MI 2410.7              |
| SPG 2800.1    | SSC Information Technology Resources Usage Policy  | 07/02/98                  | SDL-1               | RA00  | New                    |
| SPG 4130.1C   | Control of Hazardous Materials   | 02/18/97                  | SDL-2               | RA00  | HB 4130.2A             |
| SPG 4130.2B   | Hazardous Materials, Hazardous Waste and Solid Waste Handbook  | 02/18/97                  | SDL-2               | RA00  | HB 4130.2A             |
| SPG 4130.3C   | Integrated Contingency Plan  | 05/14/98                  | SDL-2               | RA00  | SPG 4130.3B            |
| SPG 4130.5A   | Environmental Management Program   | 02/11/97                  | SDL-2               | RA00  | MI 4130.5              |
| SPD 7220.1C   | Energy Management & Conservation   | 02/18/97                  | SDL-2               | RA00  | MI 7220.1B             |
| SPD 8530.1E   | Policy and Procedures for Ordering of Materials & Support Services at SSC  | 03/24/97                  | SDL-2               | RA00  | MI 8530.1D             |
| SPG 8838.2A   | Fire Prevention & Protection Program   | 03/24/97                  | SDL-2               | RA00  | MI 8838.2              |